



BRYCE YOKOMIZO
Director

LISA NUÑEZ
Chief Deputy

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

12860 CROSSROADS PARKWAY SOUTH • CITY OF INDUSTRY, CALIFORNIA 91746
Tel (562) 908-8400 • Fax (562) 908-0459



Board of Supervisors

GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

July 18, 2006

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO APPROVE LOS ANGELES COUNTY PLAN FOR
REFUGEE EMPLOYMENT SOCIAL SERVICES AND TARGETED
ASSISTANCE FOR FEDERAL FISCAL YEAR 2005-06
(ALL DISTRICTS) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the attached County Plan for Refugee Employment Social Services (RESS) and Targeted Assistance (TA) for Federal Fiscal Year (FFY) 2005-06. The plan addresses how the County, under its administration of the Refugee Employment Program (REP), utilizes the RESS and TA grants to fund services for refugees and asylees residing in Los Angeles County.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The California Department of Social Services' Refugee Programs Bureau requires Los Angeles County to submit a RESS/TA Plan to demonstrate how the County plans to deliver services to the County's refugee population. The County's 2006 RESS/TA Plan covers FFY 2005-06 and documents the County's administration of the Refugee Employment Program (REP).

The State requires counties to submit a County Plan on an annual basis. The Plan for FFY 2005-06, originally due to the State in June 2005, was not prepared by Community and Senior Services prior to the administrative transfer of the Refugee Employment Program to DPSS in April 2005. Following State notification that the FFY 2005-06 Plan was required, DPSS developed and cleared the Plan with stakeholders, the State and County staff. Additionally, community forums were conducted and the Plan has now been certified by the California Department of Social Services.

REP is the County's program designed to provide culturally and linguistically sensitive employment, training and specialized services for refugees. The goal of the REP Program is to assist refugees in attaining self-sufficiency. Services under this program are available to all refugees who are aided through the CalWORKs, Refugee Cash Assistance (RCA), and General Relief (GR) Programs or not aided through a public assistance program.

Refugees are eligible for REP services for the first five years after entry into the United States. Asylees (individuals, who on their own, travel to the United States, apply for, and receive a grant of asylum) are eligible for REP services for the first five years after the date they attain asylee status.

DPSS currently administers the REP program through contracts with eight (8) community-based refugee agencies. These contracts were due to expire June 30, 2006, but Board approval was granted to extend the term on a month-to-month basis through December 31, 2006, pending the outcome of the solicitation process.

IMPLEMENTATION OF STRATEGIC PLAN GOALS:

The recommendations are consistent with the principles of the Countywide Strategic Plan Goal #1: Service Excellence, Strategy #2: Design seamless service delivery systems, and Goal #5: Improve Children and Families Well-Being.

FISCAL IMPACT/FINANCING:

The Refugee Employment Program is financed through RESS/TA grants allocated to the County by the Federal Office of Refugee Resettlement, through the State Refugee Programs Bureau.

The RESS and TA grants follow the federal fiscal year, which starts in October and ends in September of the following year. The County's total RESS and TA grant allocations for the FFY 2005-06, were \$2,527,674 and \$1,872,030, respectively. The costs are included in the County FY 2006-07 adopted budget.

Honorable Board of Supervisors
July 18, 2006
Page 3

FACTS AND LEGAL REQUIREMENTS:

The Los Angeles RESS/TA Plan fulfills the requirement pursuant to the State regulations Welfare and Institutions Code Section 13275-13282. and MPP Sections 42-800 to 42-811, 69-200.

IMPACT ON CURRENT SERVICES:

Approval of the plan will allow for the continued provision of employment services to the refugee population through the REP program.

CONCLUSION:

Upon approval by the Board, the Executive Officer, Board of Supervisors, is requested to return four (4) copies of the adopted, stamped Board Letter to the Department of Public Social Services.

Respectfully submitted,



Bryce Yokomizo
Director

BY:bh

Attachment

c: Executive Officer, Board of Supervisor
 Chief Administrative Officer
 County Counsel
 Auditor Controller

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



May 30, 2006

Bryce Yokomizo, Director
County of Los Angeles
Department of Children & Family Services
12860 Crossroads Parkway South
City of Industry, California 91746-3411

Dear Mr. Yokomizo:

The California Department of Social Services (CDSS) has certified Los Angeles County's Refugee Services Plan for Federal Fiscal Year (FFY) 2005-06. A copy of the plan is enclosed for your reference.

Please note that CDSS is amending the current refugee services plan requirements, including the plan format and content. The modifications will provide counties with clearer guidance on what specific information must be included in the plans and assist CDSS to expedite the plan review and certification process. Counties will be required to submit plans in accordance with the amended guidelines beginning with their FFY 2006-07 plans, which are due to CDSS in September 2006. However, before the Department finalizes the new plan instructions, County Refugee Coordinators will be able to review and make comments.

If you have any questions about this matter, please contact Mr. Bill Shaw, Program Analyst, Refugee Programs Bureau, at (916) 653-8545.

Sincerely,

A handwritten signature in cursive script that reads "Venus Garth".

VENUS GARTH, Chief
Child Care and Refugee Programs Branch

Enclosure

c: Maria Rodriguez

**Los Angeles County Plan for
Refugee Employment Social Services (RESS) and
Targeted Assistance (TA)**

Federal Fiscal Year 2006

**Los Angeles County Plan for Refugee Employment Social Services (RESS) and
Targeted Assistance (TA) for Federal Fiscal Year 2006**

Table of Contents

<u>Section</u>	<u>Page</u>
I. BUDGETS AND ALLOCATIONS	1
A. Refugee Employment Social Services (RESS)	1
B. Targeted Assistance (TA)	1
C. 2005 In-House Direct Services Budget	
II. GOALS	2
A. Refugee Employment Social Services (RESS)	2
B. Targeted Assistance (TA)	2
III. DESCRIPTION OF SERVICE COMPONENTS	2
A. Refugee Employment Social Services (RESS) and Targeted Assistance (TA)	2
1. Job Services Component	2
2. Vocational Skills Training (VST)	3
3. Work Experience (WEX)	3
4. Selective Training and Employment Projects (STEP/C)	3
5. Aid to Family Self-Sufficiency (AFSS)	4
6. Pre-Employment Training and Job Placement (PET)	4
7. Pre-Employment English Language Training (PELT)	5
8. Selective Training and Employment Projects (STEP/R)	6
9. Vocational Health Assessment Project (VHAP)	6
10. Support Services (SS)	7
11. Employment Support Services (ESS)	8
12. Self-Initiated Program (SIP)	8
B. Targeted Assistance (TA)	8
IV. DESCRIPTION OF SERVICE DELIVERY SYSTEM	9
A. County Refugee Program Administration	
B. RESS and TA Funding Strategy	9
C. Refugee Cash Assistance (RCA) Employment Services System	9
1. RCA role of the REP CIU	9
2. RCA role of REP Service Providers	10
D. RESS and TA Funding Welfare-To-Work Services System	11
E. Voluntary CalWORKs Employment Services System	12

<u>Section</u>	<u>Page</u>
V. CERTIFICATION	12
VI. APPENDICES	12
A. Supporting Planning Information	12
B. Labor Market Analysis	14
C. Identification of Targeted Population and Needs Assessment	14
1. Number of Refugees in Los Angeles County	14
2. Number of Refugees Receiving Cash Assistance	15
3. Refugee Characteristics	15
4. Refugee Women	16
5. Unmet Needs	16
D. Procurement Process	17
1. Refugee Employment Contracts	19
2. Assurance that Services will be provided by Qualified Individuals and Agencies	19
E. County Monitoring Plan	20
1. Program Monitoring	20
2. Fiscal Monitoring	22
F. Required Assurances	22
1. Required Assurances for all RESS and TA funded Services	22
2. Required Assurances for Separate RCA Systems	25
G. Board Resolution	26
H. County Optional Information	26
1. Statistical Reporting	26
2. Participant Priorities for RESS and TA Funded Services	27
3. General Eligibility	27
4. Sources of Participants	28
VII. ATTACHMENTS	30

SECTION I: BUDGETS AND ALLOCATIONS

A. REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS)

The funding allocated by the DSS for RESS services to Los Angeles County for FFY 2006 is \$2,527,674 as indicated on page 3 of Refugee Coordinator Letter No. 05-13 (Attachment A). Attachment A1 summarizes a breakout of the allocated funds for FFY 2006 and unspent roll-over funds from the FFY 2004 for the REP Program.

B. TARGETED ASSISTANCE (TA)

The funding allocated by DSS for Targeted Assistance (TA) services to Los Angeles County for FFY 2006 is \$1,872,030 as indicated on the Final TA Formula Allocation notice (Attachment B). Attachment B1 summarizes the breakout of the allocated funds for the REP Program.

C. 2005 IN-HOUSE DIRECT SERVICES BUDGET

1. N/A

SECTION II: GOALS

A. REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS)

Please refer to FFY 2006 Annual Goal Plan, Attachment C, Page 1 of 2.

B. TARGETED ASSISTANCE (TA)

Please refer to FFY 2006 Annual Goal Plan, Attachment C, Page 2 of 2.

SECTION III: DESCRIPTION OF SERVICE COMPONENTS

A. REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS) AND TARGETED ASSISTANCE (TA)

Under the Refugee Employment Program (REP) administered by the Los Angeles County's Department of Public Social Services (DPSS), the RESS and TA grants fund identical services to:

- Refugees residing in the United States (US) for five (5) years or less
- Asylees residing in the US for five years from the point that they are granted asylum.

Services provided under REP consist of the following components:

1. Job Services

In accordance with Federal, State and County Welfare Reform regulations, all participants aided under the California Work Opportunity and Responsibility to Kids (CalWORKs) program, will receive Job Readiness and Job Search services for four (4) weeks with an optional fifth week for enhanced, individualized services when needed. Participation must meet the CalWORKs requirement of a minimum of 32 hours-per-week for one-parent cases and 35 hours-per-week for two parent cases.

2. Vocational Skills Training (VST)

This component provides vocational skills training for in-demand occupations leading to rapid employment. This training may be conducted in a classroom setting and may include intensive employment-oriented English language training or Vocational English as a Second Language (VESL). Participation hours in VST must be a minimum of 20 hours per week and an additional 12 hours (32 hours total) of employment related activities for one (1) parent cases and 15 hours (35 hours total) for two (2) parent cases.

3. Work Experience.(WEX)

This component is designed to serve only non-job-ready CalWORKs Refugees who have minimal employment experience, skill deficiencies, limited English ability, or cultural and attitudinal barriers to employment. Through this component, participants are provided unpaid work experience at the worksite of an employer to give them basic job skills and enhance existing job skills that will lead to unsubsidized employment. Participation hours in WEX training must be a minimum of 20 hours per week and an additional 12 hours (32 hours total per week) of employment-related activities for one (1) parent cases and 15 hours (35 hours per week) for two (2) parent cases. The length of training will be for three (3) months or more.

4. Selective Training and Employment Projects (STEP/C)

This component provides specialized employment training for CalWORKs Refugees who are 50 years of age and older or who have physical limitations regardless of age.

STEP/C participation hours in STEP/C must be a minimum of 20 hours per week and an additional 12 hours (32 hours per week) of employment-related activities for one (1) parent cases and 15 hours (35 hours as week) for two (2) parent cases. The hours may be adjusted based on a medical evaluation report indicating the participant's inability to complete 32/35 hours a week.

5. Aid to Family Self-Sufficiency (AFSS)

This component provides specialized training and job placement for a secondary wage earner who is the spouse of a mandatory CalWORKs participant meeting the 35 hours of participation requirement or who is working a minimum of 20 hours per week. Participation in this component is voluntary **(the second parent must participate 15 hr/wk to fulfill the 35 hour requirement if the mandatory CalWORKs parent is only participating 20 hours).**

The training may include:

- acculturation and introduction to the American work environment workshops;
- job search techniques;
- supervised job search;
- work experience;
- group peer support; and
- one-on-one counseling.

Participation hours in AFSS training must be a minimum of 15 hours per week for ten (10) weeks. Should the participant not be placed upon completion of the ten weeks of training, the participant will be required to participate in 15 hours per week of job-related activities until job placement is achieved.

6. Pre-Employment Training and Job Placement (PET)

The PET component is available ONLY for the following participants:

- Participants in the Refugee Cash Assistance (RCA) Program;
- those on General Relief (GR); and
- Unaided participants.

Aided and unaided Refugees appropriate for this component may include those persons who are job ready with some employment experience and/or marketable skills, and sufficient English-speaking ability to qualify for existing job openings. Training may include, but not be limited to:

- Job search skills;
- Job application preparation assistance;
- Resume preparation;
- Job interview techniques; and
- Supervised job search.

Until employment is obtained, non-aided Refugees must receive at least five (5) hours per week of "face-to-face" services, and those receiving aid must have weekly services for a minimum of 35 hours per week.

7. Pre-Employment English Language Training (PELT)

The PELT component is for RCAs, GR and unaided participants ONLY. This component combines all PET activities (see "6." above) and English language training into one classroom activity. Refugees referred to this component will be those who need some English as a Second Language (ESL) training to be viable for employment. Classes will be held for a minimum of 20 hours per week for a minimum of ten (10) weeks and an additional 15 hours per week of employment support services to address any particular employment barriers a participant may have. If the participant is not placed in full-time employment after completing ten (10) weeks of PELT training, they will continue to participate in activities with the service provider for 35 hours per week toward their objective of unsubsidized, full-time employment.

8. Selective Training and Employment Projects (STEP/R)

This component provides specialized employment training for RCA Refugees who are 50 years of age and older or who have physical limitations regardless of age.

The **STEP/R** component is designed for RCAs to provide pre-employment and ESL training appropriate for job search activities. The length of training is ten (10) weeks. Participation hours in STEP/R must be a minimum of 20 hours per week and an additional 15 hours of such activities as:

- Motivational workshops;
- Group discussions;
- Peer support facilitation;
- Mentoring; and
- Counseling.

The hours may be adjusted based on a medical evaluation report indicating the participant's inability to participate 35 hours a week.

9. Vocational Health Assessment Project (VHAP)

This program component calls for a review RCA Refugee's medical statement and provide a health and vocational evaluation to ensure that proper training and employment may be developed—taking into consideration any health limitations identified.

A vocational health assessment is conducted when:

- The Refugee tells the Central Intake Unit (CIU) or service provider that he or she is too ill to work; or

- The Refugee brings a doctor's note saying he or she has a medical condition which the Refugee believes makes him or her unable to participate in Program activities or employment. The CIU or the contractor will send the County REP Medical Statement form, along with a client release, to the VHAP provider.

The VHAP providers will then review and evaluate the Refugee's medical information completed by a physician and recommend whether to exempt the participant or recommend training or activities that are appropriate for the Refugee given his or her health condition. The VHAP's findings and recommendations will be forwarded to the participant, with a copy returned to the originating agency, for appropriate follow-up.

10. Support Services (SS)

Supportive services are available to all Refugees participating in the REP program. SS and ancillary expenses for CalWORKs participants are determined and provided by DPSS. Supportive services including child care for CalWORKs REP participants are to be obtained and funded through the CalWORKs Single Allocation.

Supportive services include ancillary, transportation, and work-related expenses enabling participants to attend activities or obtain employment.

Service providers are currently required to set aside 5% of their total REP allocation to cover costs for Supportive Services to RCA, GR and non-aided participants.

Support services for the unaided Refugees voluntarily participating in REP will be provided on the basis of need and availability of funds from the 5% set aside.

11. Employment Support Services (ESS)

This component provides enhanced support services for the various employment placement activities (PET, PELT, STEP/R, VST, WEX, STEP/C, AFSS, etc.). ESS will assist the Refugee in completing his or her employment training activity and in accepting and retaining unsubsidized employment. ESS may include, but not be limited to, the following activities:

- Workshops;
- Talk time;
- Peer Support Groups;
- Employer Tours; and
- Individual Guidance and Counseling.

12. Self-Initiated Program (SIP)

This component is for REP participants who, prior to an initial assessment/appraisal appointment, are enrolled in a degree or certificate program that leads to employment in a demand occupation. CIU is responsible for active follow-up on REP SIP cases.

B. TARGETED ASSISTANCE (TA)

Please see services components under Section A.

SECTION IV: DESCRIPTION OF SERVICE DELIVERY SYSTEM

A. County Refugee Program Administration

Program and policy responsibility for the Refugee Employment Program (REP) falls under the Bureau of Program and Policy, GAIN Program Division (Attachment D).

B. RESS and TA Funding Strategy

RESS and TA funding will be primarily used for delivering employment services to refugees and their families. This is to ensure that the program's main objectives to increase economic self-sufficiency and reduce the welfare dependency of Refugees and their families are completed within one (1) year of the Refugee's entry into the program.

A portion of the funding will be used for non-employment services, such as Vocational Health Assessment, Support Services, and Employment Support Services which assist refugees to overcome barriers to participating in employment services.

C. REFUGEE CASH ASSISTANCE (RCA) EMPLOYMENT SERVICES SYSTEM

Federal and State regulations have been adopted to create and maintain the RCA program. The CIU refers RCA participants to an appropriate employment activity as described in "Section III A and B."

1. RCA Role of the REP CIU

a. Targeted Refugees for REP

The CIU receives referrals from CWD/DPSS of adult Refugees that have been in the USA for eight (8) months or less and are applying for RCA.

b. Case Management

The CIU provides RCA services which include case management as described in Section III. The CIU will ensure that the RCA Refugee participates in employment activities within 30 days of his or her referral to REP services.

c. Good Cause and Conciliation Procedures

The CIU advises applicants that participation in the program is mandatory while receiving RCA benefits. Should an RCA Refugee not cooperate, at the point of intake, CIU will fax all relevant information concerning non-cooperation to the CWD/DPSS Compliance Unit for review, and the CWD will determine the appropriate conciliation or sanctioning. If the Refugee does not cooperate after enrollment with the service provider, the service provider is responsible for sending the information regarding the non-cooperation to the CWD/DPSS for processing.

2. RCA Role of REP Service Providers

a. Enrollment

RCA participants are required to report to the REP service provider within seven (10) working days of referral by CIU.

b. Attendance Policies

The provider explains the attendance policy to the participant, who must sign an agreement before services begin. Each provider develops its own attendance policy, which was reviewed and approved by the County (Department of Community and Senior Services – formerly responsible for REP) prior to implementation.

c. Good Cause and Conciliation Procedures

Non-participation and non-cooperation are reported by fax directly to the CWD/DPSS Compliance Unit. A signed copy of the attendance policy, as well as all other pertinent information, is forwarded to the CWD/DPSS Compliance Unit with copies to the CIU within five (5) working days. If a conciliation plan is agreed upon, the service provider will fax it to the CWD/DPSS immediately.

d. Job Placement

If the RCA participant becomes employed, the job placement is reported by fax to the CWD/DPSS on the day the participant reports to work. Participants are tracked for 90-day job retention, and employment status changes are reported to the CWD/DPSS as the provider becomes aware of them. All copies are forwarded to the CIU.

e. Other Responsibilities

The service provider participates in, and complies with, RCA conciliation and fair hearing activities as needed.

D. RESS AND TA FUNDED WELFARE-TO-WORK SERVICES SYSTEM

No RESS or TA funds are used to fund CalWORKs Welfare-To-Work programs or activities.

- *Los Angeles County assures that the provision of activities and services to mandatory and voluntary CalWORKs WTW participants and RCA recipients, funded by the Refugee Program Bureau with allocated Office of Refugee Resettlement monies, will be in accordance with CalWORKs WTW and RCA requirements (including those regarding program participation flow, good cause determination, sanctioning, and supportive services) specified in MPP Sections*

42-700 and 69-200, respectively, and other applicable CalWORKs and RCA policy guidance issued by CDSS. Refugee CalWORKs participants will have complete access to all Welfare-To-Work and supportive services equivalent to non-refugee CalWORKs participants.

These services, which include but are not limited to comprehensive assessments, self-initiated programs (SIP), supportive services, participation in educational programs beyond the 12-month limitation on participation in educational activities under the RESS and TA funded programs, will be funded through CalWORKs single Allocation for refugee CalWORKs participants.

Services provided to GR recipients and non-aided REP participants will be in accordance with applicable federal/State guidelines.

E. Voluntary CalWORKs Employment Services System

Please refer to #D above.

SECTION V: CERTIFICATION

This Plan has been developed in accordance with the appropriate federal, State and County regulations. All applicable regulations and federal notices will be followed during the implementation and execution of the Plan.

SECTION VI: APPENDICES

A. SUPPORTING PLANNING INFORMATION

In accordance with State and federal guidelines, Los Angeles County will provide services to further Refugee self-sufficiency and acculturation by assisting them to find and retain jobs, increase their employability potential, and enhance their job-market possibilities.

In response to the CDSS guidelines for RESS and TA, DPSS is the County entity designated by the Board of Supervisors to plan and administer these Refugee programs.

Program design was achieved through input from various public and community meetings. These meetings were attended by Refugees, Mutual Assistance Associations (MAAs), non-profit Refugee service providers, Voluntary Resettlement Agencies (VOLAGs), Refugee business persons, and members of both the public and private sector that are involved with the Refugee community. In addition, recommendations of the ORR California Initiative Team, CalWORKs changes and the welfare-to-work requirements were incorporated in the County's Plan.

This plan is as consistent as possible with the input received during the planning process. The content and format follows the requirements set by the CDSS regarding the preparation of this plan.

This plan was also developed in accordance with the Los Angeles County's Strategic Plan and furthers its agenda in the delivery of appropriate services to Refugees.

The County's Strategic Plan includes the following initiatives:

- Service Excellence
- Workforce Excellence
- Organizational Effectiveness
- Fiscal Responsibility
- Children and Families Well-Being
- Community Services
- Health and Mental Health
- Public Safety

B. LABOR MARKET ANALYSIS

The State Employment Development Department excerpt of occupations with the fastest growth in Los Angeles County will be utilized in the County's plan to place Refugees in unsubsidized employment (Attachment E). However, it is impossible to predict with certainty all of the occupations in which Refugees will be placed due to differences in the labor market and the skill levels of individual Refugees.

C. IDENTIFICATION OF TARGETED POPULATION AND NEEDS ASSESSMENT

1. Number of Refugees in Los Angeles County

The number of Refugees coming to Los Angeles County has declined since 1988, when over 11,000 Refugees from the former USSR were resettled here along with 8,000 Refugees from other countries. The number of refugee arrivals in Los Angeles County has steadily decreased annually to between 1,000 and 3,000 a year. The projected REP caseload for FFY 2006 is 3,148. The majority of Refugees settling in Los Angeles County are Armenians from Iran or Armenia, followed by Refugees from the former USSR with lesser numbers coming from Southeast Asia, Iran, Vietnam, Cuba, Bosnia and asylees from China.

It is possible to estimate the number of Refugees in Los Angeles County by using information that is available from the California Department of Finance and DPSS. With this information, it can be estimated that there are currently between 250,000 and 300,000 Refugees in Los Angeles County (includes those with refugee, asylee status, and those who have attained legal permanent resident status)—possibly the largest number of Refugees in the country. This estimate is based on resettlement data from local voluntary agencies, Southeast Asian Refugee statistics and the Population Research Unit of the California Department of Finance. The number consists of Refugees originally resettled here as well as through secondary migration.

2. Number of Refugees Receiving Cash Assistance

Evidence of need among the County's Refugee population is the number of Refugees receiving cash assistance. As of December 2005, DPSS reports indicate that approximately 7,214 Refugees were receiving cash public assistance during that month. Among the number of refugees receiving cash public assistance, 5,097 have been in the US for sixty months or less. It should be noted that the total number of Refugees receiving welfare during any year will fluctuate. This is due to Refugees going on and off welfare, particularly those that receive CalWORKs benefits and lose employment.

3. Refugee Characteristics

Just as an exact count of Refugees living in Los Angeles County is problematic, other demographic characteristics such as country of origin, occupation and educational background are also elusive. However, limited characteristics are available from DPSS' REP. The following provides a discussion of ethnicity, general family and adult characteristics, and occupational and educational backgrounds of those Refugees receiving TA- and RESS-funded employment services.

a. Ethnicity

Overall, approximately 70% of the Refugees served are Armenians. The other largest single group (10%) is a group of Refugees from Farsi-speaking countries; and the remaining groups (approximately 20%) are from Southeast Asia, Iran, Bosnia, Ethiopia, Somalia, Cuba, and Iraq.

b. General Family and Other Characteristics

Female participants somewhat outnumber male participants—51% vs. 49%. Approximately 66% are high school graduates or higher; however, only 15% have fair-to-good English ability. The average family size is four (4) members and approximately 43% are 40 years of age or older.

c. Occupational Background

The Southeast Asian population has generally come from occupations in agriculture, factories, and the military. Former USSR Refugees were generally from urban centers and were professionals such as engineers, computer technicians, and medical workers. However, former USSR Refugees' skills are rarely comparable to their American counterparts, and in most instances, are not transferable. The Armenians from Iran were mostly laborers or small vendors.

4. Refugee Women

In accordance with the federal and State law governing welfare reform, women who are secondary wage earners are not required to participate in the Refugee Employment Program unless their spouses cannot or do not participate in the required 35 hours of weekly activity.

Refugee women may have special needs inasmuch as some have never worked outside the home, are often at lower educational levels than their male peers, and may be apprehensive about childcare issues while participating in training. In addition, there continues to be reluctance on the part of some Refugee men to allow women to work outside the home, as the practice of both parents working is considered contrary to the cultural traditions of some groups. Thus, Refugee service providers have a greater challenge in placing the secondary wage earner in employment.

5. Unmet Needs

It is clear that for Refugees on cash public assistance for nearly five (5) years, achieving self-sufficiency has been difficult. Los Angeles County service providers and employers indicate that while there may be a variety of jobs available, the main factors inhibiting a Refugee's attainment of employment may be the lack of training resources that serve diverse languages and cultures, lack of employable skills, limited English, and fear of leaving the security of public assistance.

Although CalWORKs regulations have changed allowing the household to keep a larger share of its earnings, service providers still need creative approaches in supporting and encouraging Refugees to participate in job training and ultimately accept employment. Evaluating and planning for self-sufficiency for the entire family will meet the needs of the family group. The Plan's employment components and incentives are designed to help reluctant family members accept employment and achieve self-sufficiency.

DPSS, together with service providers, Mutual Assistance Associations (MAAs), Voluntary Resettlement Agencies (VOLAGs), and other concerned entities have worked together to develop appropriate activities to meet the employment needs of Refugees. The County's employment activities are also a result of California's federal, State, and CalWORKs Welfare Reform rules and regulations.

D. PROCUREMENT PROCESS

The County prepared a Request for Proposals (RFP) in February 2001 for the County FY beginning July 1, 2001. The RFP detailed program activities, funding, conditions, contract responsibilities, format, and the proposal rating instrument. Newspapers with circulation in the Los Angeles County area were used to advertise the RFP notice, as was the Internet. CSS also held a bidders' conference to answer questions about the RFP and explain the re-funding procedure for subsequent program years.

After the deadline, all proposals were reviewed and rated. All bidders were notified of their success or failure to meet qualifications. The funding of successful bidders for subsequent federal fiscal years is based on contractor job placement performance and contract compliance.

The Los Angeles County Board of Supervisors transferred administrative responsibility to the Department of Public Social Services (DPSS) effective April 1, 2005. In the past, CSS had recommended a complete redesign of the REP program. However, because of the intent to transfer the REP program, the redesign was postponed. CSS continued to contract with the REP Providers that successfully bid on the 2001 RFP. On June 29, 2004, the Board of Supervisors authorized a one-year extension of the existing contracts for REP services to June 30, 2006. (See Attachment F-1)

On December 14, 2004, the Board delegated authority to the DPSS director to prepare and execute amendments with the REP service providers, to extend the current contracts on a month-to-month basis effective July 1, 2005 through June 30, 2006 (Attachment F-2).

DPSS recently released a Request for Proposals (RFP) for Refugee Employment Services. The goal of the RFP is to address the needs of CalWORKs and non-CalWORKs eligible refugees in a holistic manner. The services to be provided under this RFP include acculturation, employment, educational and other non-traditional specialized services. The targeted date for having new contracts in place under the new redesigned program is August 1, 2006. As such, DPSS has received approval from the State for a month-to-month extension of the current contracts, pending implementation of the new contracts in August 2006.

1. Refugee Employment Contracts

CSS contracted with ten (10) service agencies to provide job search services and language training to Refugees. These services were specific to Refugees and designed to meet their special needs. Continued funding of existing service contracts for subsequent years is determined on the basis of the contractor's performance and contract compliance. Recommendations on the distribution of allocated RESS and TA funding and contract renewals are submitted annually to the Los Angeles County Board of Supervisors for approval. A decrease in the refugee population in Los Angeles County has resulted in a decrease in the contractors' ability to maintain sufficient revenue to operate their programs. As a result, contractors have closed sites and/or terminated their contracts for the provision of REP services in several areas of the County. As such, the number of existing contracts has decreased from ten to eight.

Following Board approval, contracts will be developed and negotiated with funded contractors. Project descriptions, work statements and goals will be developed and contracts entered into with each service provider. All applicable TA, RESS, SRS, CalWORKs and RCA policies will be included in these contracts.

2. Assurances that Services will be Provided by Qualified Individuals and Agencies

The performance evaluation process will require that contractors selected for funding comply with the Federal Notice issued by the Office of Refugee Resettlement of the U.S. Department of Health and Human Services (HHS) and the approved County Plan with any subsequent amendments. Using standardized selection criteria, the contract renewal process ensures that individuals and agencies are qualified to provide services. The standardized selection criteria will include, but will not be limited to, the following:

- Specified minimum program, accounting and reporting procedures;
- Demonstrated ability to effectively administer and operate programs;

- Demonstrated ability to obtain placements in unsubsidized employment;
- Proof of adequate staffing including bilingual and bicultural staff;
- Demonstration that the proposed program interfaces with, and is linked to, existing Refugee services; and
- Substantiation of reasonableness of costs.

In the event that a project becomes deficient during the contract year, the project will not be extended without an approved corrective action plan in place.

E. COUNTY MONITORING PLAN

1. Program Monitoring

REP program monitoring is conducted by DPSS' Contract Management Division (CMD). Contract analysts review program files, participant data and employment verifications to identify potential problems and fraud; supervise corrective action plans; visit training activities periodically; and otherwise ensure the quality of services to clients. Contract Analysts review the accuracy of invoices and approve payments and provide technical assistance.

a. Extent to Which Goals are being Met

Service providers submit monthly invoices to DPSS for payment. They are verified against monthly Refugee Information System (RIS) claim and billing reports for each agency and the units of service provided are reconciled. Actual performance is compared with goals stated in the contract, and payments are made for approved services.

b. Appropriateness of Provider Expenditures and Accuracy of Reports

The County employs fixed unit-rate, fee-for-service contracts and invoices for payments that are reviewed by the department's fiscal staff and the REP program monitor, who compares activity units claimed with

actual participant activities. Acceptable verification includes case file documentation, employer verification and RIS reports. Service providers are also monitored to ensure that the services for which payments were made are valid and that costs claimed by the service providers are allowable.

c. Compliance with RCA Referral and Sanctioning Procedures

Copies of referral records must be maintained in participant files, and the referral form is immediately returned to the referring agency indicating disposition of the referral.

d. Employment Verification

Through the invoicing process, DPSS contract staff reviewed the service provider's invoices to verify full-time and part-time placements, the wage level, etc. Service providers are required to inform employers at the time of participant placement of the need to verify the 90-day placement retention.

2. Fiscal Monitoring

Fiscal monitoring is performed by CMD. Contract analysts review the accuracy of invoices and approve payments and provide technical assistance. Providers are informed of any findings of deviation from compliance or any accounting discrepancies and given an opportunity to rectify them. A finding includes a corrective action plan and follow-up procedures to confirm appropriate provider resolutions.

a. Accuracy of Determination of Refugee Status

Agencies are required to have documentation verifying Refugee status in each participant's file and this documentation is reviewed, upon request. The CIU also confirms and documents the participant's Refugee status before referring clients to a service provider.

F. REQUIRED ASSURANCES

1. Required Assurances for all RESS- and TA-Funded Services are that:

- a. The County implement a planning process including a consultation with private sector employers, public agencies including DPSS, the Workforce Investment Board (WIB), the Refugee community, providers serving Refugees, the LA California Initiative Team and other relevant parties;
- b. Continuation of existing components will be in accordance with CDSS guidelines;
- c. No project found deficient in its performance will be awarded, continued, or expanded without a County corrective action plan for such project;
- d. The TA and RESS administrative budgets are in accordance with 45 CFR Part 95, Subpart E, and the County Cost Allocation Plan;

- e. All requested salaries and fringe benefits for County administration and for services the County is proposing to deliver accurately reflect the current County wage and benefits scales;
- f. The County will comply with all statistical and fiscal reporting requirements on a timely basis;
- g. Refugee women will have the same opportunities as Refugee men to participate in all activities including job placement services;
- h. The County will comply with the requirements governing the targets population priorities contained in the State Guidelines;
- i. All services will be provided by qualified providers (public or private, non-profit agencies or individuals) in accordance with State and federal regulations, policies and guidelines;
- j. The County will establish client priorities for RESS-funded services in accordance with 45 CFR 400.147 and for TA-funded services in accordance with 45 CFR 400.314;
- k. RESS and TA funds will be used primarily for employability services that directly enhance Refugee employment potential, have specific employment objectives, and are designed to enable Refugees to obtain jobs with less than one (1) year's participation in RESS- and TA-funded services;
- l. Except for referral and interpreter services, eligibility for RESS and TA services will be limited to Refugees who have been in the USA 60 months or less, except when waived by ORR;
- m. The County will take into account the reception and placement services provided by resettlement agencies in order to ensure that services are not duplicated;

- n. To the maximum extent feasible, the use of bilingual and bicultural women on service agency staffs will be used to ensure adequate service access by Refugee women;
- o. Where applicable, strategies to remain employed or move to a better job will be developed for multiple wage earners and continue to be implemented for employed Refugees.
- p. To the maximum extent possible, RESS- and TA-funded services will be provided in a manner that is culturally and linguistically compatible with the participant.
- q. Non-exempt RCA participants will be required to participate in employment services within 30 days from receipt of aid.
- r. The County will ensure that, in the procurement of services from MAA providers, refugee men and women make up no less than 51% of the MAA Board of Directors.
- s. The delivery of RESS and TA services will be coordinated to avoid duplication.

2. Required Assurances for Separate (i.e., non-GAIN) RCA Systems are that:

- a. The CWD/DPSS will be notified regarding the participant's participation and employment status and provide information regarding all TA and RESS supportive services payments made to RCA recipients participating in TA and RESS-funded services.
- b. The County's procurement process will be carried out in accordance with the provisions of the Management and Office Procedures, *Purchase of Services*, (Chapter 23-600) section of the DSS/EAS Manual; and the procurement process will give priority consideration to funding Refugee community-based organizations that demonstrate comparable capacity to implement the proposed services.
- c. The TA- and RESS-funded RCA Services System will include the following activities:
 - Verification and documentation of Refugee status;
 - Determination of eligibility for services;
 - Assessment of Refugee service needs;
 - Development of a participant employability plan that meets the requirements of Section 400.79 of the Federal Refugee Regulations;
 - Referrals of all non-exempt RCA applicants and recipients for participation in available, appropriate, employment and training programs; and
 - Tracking and reporting of Refugee cooperativeness, participation, progress and status to the CWD/DPSS.
- d. Accountability for supportive services and incentive payments will be maintained by documenting:
 - Eligibility and need for supportive services and Verification of Refugee participation
 - Disbursement of supportive services payments separated from the functions of certifying Refugee participation.

- e. The County will establish policies and procedures designed to assure compliance with the mandatory work registration and sanctioning requirements.

G. BOARD RESOLUTION

The Board took action on June 29, 2004 to implement REP for FFY 2006 and allocate funds to specific agencies to provide program services.

H. COUNTY OPTIONAL INFORMATION

1. Statistical Reporting

In addition to its monitoring system, DPSS has in place a computerized Management Information System (MIS) that provides up-to-date reporting of program outcomes and results for all contractors. All contracts include provisions for monthly reporting of program results. The Department's MIS also includes a provision for input of data on all participants to avoid duplication of services and payments.

The DPSS-MIS tracks all participants from date of program entry to job placement and follow-up. DPSS requires all REP service providers to follow up on job placements for all participants and to report job placements as final outcomes only where job retention is for 90 consecutive calendar days or more. Summary data on program outcomes include number of participants served, number of participants placed on an initial and 90-day basis and participant demographic data relative to participants served and placed.

DPSS utilized County-generated forms to collect all the participant data from the REP contractors and submit the required reports to the State in a timely manner.

2. Participant Priorities for RESS- and TA-Funded Services

The following priorities for RESS- and TA-funded services were implemented by CIU. The order of priority, except in the most extreme circumstances, is given below.

- a. All mandatory Refugees that are receiving cash assistance;
- b. Unemployed Refugees that are not receiving cash assistance;
- c. Refugees that have been in the U.S. longer than 60 months but have not attained U.S. citizenship (Refugee Coordinator Letter No. 02-26); and
- d. Employed Refugees in need of services to retain employment or to retain economic independence.

3. General Eligibility

CIU determines Refugee eligibility for services. The following persons are eligible to receive RESS- and TA-funded services:

- a. Individuals that have current Refugee status;
- b. Individuals from Cuba and Haiti as defined in ORR State Letter No. 93-27;
- c. Individuals that have entrant status as defined in ORR State Letter No. 01-22;

Entrant status refers to:

- (a) Any individual granted parole status as a Cuban/Haitian Entrant (Status Pending) or granted any other special status subsequently established under the immigration laws for nationals of Cuba or Haiti, regardless of the status of the individual at the time assistance or services are provided; and

(b) Any other national of Cuba or Haiti

(1) Who:

(i) Was paroled into the United States and has not acquired any other status under the Immigration and Nationality Act;

(ii) Is the subject of exclusion or deportation proceedings under the Immigration and Nationality Act; or

(iii) Has an application for asylum pending with the Immigration and Naturalization Service; and

(2) With respect to whom a final, non-appealable, and legally enforceable order of deportation or exclusion has not been entered.

- d. Individuals that currently have resident alien status but whose former status was "Refugee;"
- e. Individuals who currently have Asylee status;
- f. Individuals that currently have victim-of-trafficking status;
- g. Individuals that have victim-of-torture status.

4. Sources of Participants

In addition to CIU referring mandatory RCA and CaWORKs recipients, the REP Service Providers may recruit and receive Refugees who have reached their 60-month REP limit, and are no longer mandatory, from the following sources:

- a. The California Department of Rehabilitation (CDR);
- b. Voluntary Refugee Resettlement Agencies (VOLAGs);
- c. Mutual Assistance Associations (MAAs);
- d. Member agencies of the Los Angeles County Refugee Forum;

- e. Refugee community organizations;
- f. Religious organizations; and
- g. Walk-ins.

All RESS and TA service providers are funded under performance-based contracts and do not receive payment unless their contract goals are clearly met.

SECTION VII: ATTACHMENTS

ATTACHMENT A

FINAL REFUGEE EMPLOYMENT AND SOCIAL SERVICES (RESS) ALLOCATION FEDERAL FISCAL YEAR 2005

\$ 7,370,496 Final FFY 2005 RESS Standard Funds
\$ 191,331 Final Elderly Citizenship Set-Aside
\$ 7,570,827 Adjusted Final State Allocation
\$ (994,373) Funding for San Diego Wilson/Fish Project¹
\$ 6,576,454 Adjusted Final State Allocation
\$ (957,768) State Administrative Funds (15% of Adjusted Final State Allocation minus Set-Aside)²
\$ 5,618,686 Funds to be Allocated to Counties
\$ 5,427,355 Standard Funds
\$ 191,331 Set-Aside Funds
\$ 5,618,686

(1) County	(2) Allocation Number	(3) STANDARD FUNDS				(4) ELDERLY CITIZENSHIP SET-ASIDE				(9) Total County RESS Allocation (Standard + Set- Aside)	(10) Total County Administrative Costs @ 15% maximum	(11) Total County RESS Services Dollars
		Adult refugees receiving RCA/CI/WORKS who have been in the U.S. 60 months or less ³		Final County Standard Funds Allocation		Number of Refugees currently on aid age 60 Years or Older ⁴		Final Elderly Set- Aside Allocation				
		Number	% of Total	Number	% of Total	Number	% of Total	Number	% of Total			
Alameda	RESS0501	232	3.36%	\$ 184,259	6.1%	1,678	6.1%	\$ 11,671	\$ 195,930	\$ 29,390	\$ 198,540	
Fresno	RESS0502	632	9.24%	\$ 501,979	4.4%	1,372	4.4%	\$ 8,419	\$ 510,395	\$ 76,559	\$ 433,836	
Los Angeles	RESS0503	3,098	45.33%	\$ 2,480,708	35.0%	10,816	35.0%	\$ 68,968	\$ 2,549,676	\$ 379,151	\$ 2,148,523	
Maricopa	RESS0504	181	2.64%	\$ 143,772	0.9%	281	0.9%	\$ 1,722	\$ 145,494	\$ 21,824	\$ 123,670	
Orange	RESS0505	363	5.16%	\$ 280,377	11.8%	3,593	11.8%	\$ 22,194	\$ 302,571	\$ 45,386	\$ 257,185	
Sacramento	RESS0506	1,788	26.87%	\$ 1,404,274	12.9%	4,003	12.9%	\$ 24,982	\$ 1,429,956	\$ 214,343	\$ 1,214,613	
San Diego	RESS0507	N/A	N/A	N/A	8.7%	2,886	8.7%	\$ 18,648	\$ 18,648	\$ 2,497	\$ 14,149	
San Francisco	RESS0508	94	1.37%	\$ 74,860	8.2%	2,523	8.2%	\$ 15,869	\$ 90,368	\$ 13,555	\$ 76,814	
Santa Clara	RESS0509	267	3.90%	\$ 212,101	10.1%	3,108	10.1%	\$ 19,324	\$ 231,425	\$ 34,714	\$ 196,711	
Stanislaus	RESS0510	91	1.33%	\$ 72,292	1.1%	340	1.1%	\$ 2,105	\$ 74,397	\$ 11,160	\$ 63,237	
Yolo	RESS0511	117	1.71%	\$ 92,918	1.0%	316	1.0%	\$ 1,913	\$ 94,820	\$ 14,224	\$ 80,595	
Total		8,833	100.00%	\$ 5,427,355	100.0%	30,923	100.0%	\$ 191,331	\$ 5,618,886	\$ 842,803	\$ 4,776,083	

Notes:

- ¹ The allocation for San Diego County is diverted to a Wilson/Fish Alternative Project. The amount of funding for the project has been determined by ORR. San Diego County will receive funding for the Elderly Citizenship Set-Aside only.
- ² State Administrative Funds were calculated using Standard Funds only to maximize Elderly Set-Aside funding to the counties. Standard Funds minus Wilson/Fish equals \$6,386,123.
- ³ One month data from Medi-Cal Eligibility Determination System (MEDS) File Report, dated August 31, 2005.
- ⁴ Elderly data from MEDS database for August 2005. Number of refugees currently on aid who are age 60 years or older without regard to time in the U.S.

Catalog of Federal Domestic Assistance (CFDA) No. 93.866

**LOS ANGELES COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES
REFUGEE EMPLOYMENT PROGRAM**

SUMMARY OF REFUGEE EMPLOYMENT SERVICES (RESS) ALLOCATION

ITEM	AMOUNT			PERCENT
	FFY 2005	FFY 2004 Roll-over	Total	
Employment				
Support Services & Social	\$ 1,008,011	\$ 377,049	\$ 1,385,060	69%
Adjustment				
	\$ 452,874	\$ 169,399	\$ 622,273	31%
Other Services *	\$ 1,460,885	\$ 546,448	\$ 2,007,333	100%
County Administration	\$ 687,638	\$ 202,110	\$ 889,748	
	\$ 379,151	-	\$ 379,151	
Total County Allocation**	\$ 2,527,674	\$ 748,558	\$ 3,276,232	

* Reflects intake, registration and referral services provided under a separate contract by Catholic Charities' Central Intake Unit and the set-aside funding for Elderly refugee services.

**FINAL TARGETED ASSISTANCE (TA) FORMULA ALLOCATIONS
FEDERAL FISCAL YEAR 2005**

\$ 4,850,033

(1) County	(2) Total Five-Year Arrivals ¹ FFYs 2000 - 2004	(3) ORR Allocation Based on Arrivals	(4) State Administration		(5) County Allocation	(6) County Administration		(7) Services
			@ 5% Maximum			@ 15% Maximum		
Los Angeles	12,232	\$ 1,970,558	\$	98,528	\$ 1,872,030	\$	280,805	\$ 1,591,225
Sacramento	9,342	\$ 1,504,982	\$	75,249	\$ 1,429,733	\$	214,460	\$ 1,215,273
San Diego	5,337	\$ 859,783	\$	42,989	\$ 816,794	\$	122,518	\$ 694,275
Santa Clara	3,195	\$ 514,710	\$	25,736	\$ 488,974	\$	73,346	\$ 415,628
Total	30,106	\$ 4,850,033	\$	242,502	\$ 4,607,531	\$	691,130	\$ 3,916,401

State Administration Funds	\$ 242,502
Local Assistance Funds	\$ 4,607,531
Total California TA Award	\$ 4,850,033

Notes:

¹ ORR arrivals figures. Includes refugees, entrants, Havana parolees, asylees and trafficking victims.

LOS ANGELES COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES REFUGEE EMPLOYMENT PROGRAM

SUMMARY OF TARGETED ASSISTANCE (TA) ALLOCATION

ITEM	AMOUNT	PERCENT
	FFY 2005	
Employment		69%
Support Services & Social Adjustment	\$ 930,845	
	\$ 418,206	31%
Other Services *	\$ 1,349,051	
County Administration	\$ 242,175	100%
	\$ 280,805	
Total County Allocation	\$ 1,872,030	

* Reflects intake, registration and referral services provide under a separate contract by Catholic Charities' Central Intake Unit.

** Reflects total allocation including set-aside funds for Elderly Citizenship services, which will not be used by Los Angeles County's Dept. of Public Social Services.)

FY 2006 ANNUAL GOAL PLAN

State or County:

LOS ANGELES

Data are:

(check one)



Performance



Financial

		FY 2005 Goal	FY 2005 Actual	FY 2006 Goal		
Caseload (CL)						
TANF						
RCA						
Other						
Total		4468	4219	3774		

Performance Measures: Indicate a number and percentage for each measure except average wage placement.

		#	%	#	%	#	%
1. Entered Employment							
Total			20%		25%		30%
Full Time			67%		52%		52%
Part Time			33%		48%		48%
TANF							
Total			67%		79%		79%
Full Time			67%		49%		49%
Part Time			33%		51%		51%
RCA							
Total			33%		21%		21%
Full Time			67%		65%		65%
Part Time			33%		35%		35%

If you are using the number of cash assistance recipients placed in employment as the denominator for #2 and #3

			1051			
--	--	--	------	--	--	--

2. Cash Assistance							
Terminations (Total)			25%		17%		22%
TANF			67%		59%		59%
RCA			33%		41%		41%
3. Cash Assistance							
Reductions (Total)			27%		17%		22%
TANF			67%		52%		52%
RCA			33%		48%		48%
4. Average Hourly Wage at Placement							
5. Employment							
Retentions (Total)				935	89%		
TANF			67%		78%		78%
RCA			33%		22%		22%

Numerator = all retentions achieved in FY 2005 (Q1+Q2+Q3+Q4)
Denominator = Sum of entered employments from Q4 FY2004 + (Q1+Q2+Q3 FY2005)

6. Entered Employment with Health Benefits							
Health Benefits (Total)			2%		9%		14%
TANF			64%		77%		77%
RCA			36%		23%		23%

Numerator = All F/T entered employments with health benefits Denominator = All F/T entered employments

FFY 2006 GOAL PLAN

State or County:

LOS ANGELES

		FY 2005 Actual	FY 2006 Proposed
Funding Source:	Social Services Formula		
	Targeted Assistance Formula		
	Discretionary Grants		
Total ORR Funds Used for Employment Services		4,804,118.00	3,739,748.00
Cost per Placement		\$ 4,571.00	\$ 3,304.00

Narrative (please fill in box below)

ANNUAL SERVICE PLAN

Date: <u>May 24, 2006</u>		Original (x)		Revision ()	
State or County: <u>Los Angeles County</u>		Time Period Covered by Plan From: <u>07/01/05</u> To: <u>06/30/06</u>			
Description of Contracted or State-provided Services	Contracted Amount by Funding Source (1)	Total Number	Program Participants		Type of Agency and Percent of Funds (3)
			0 - 12 Months	13 - 60 Months	
Employment	SS	393	76	317	F / 100%
	TAP	263	51	212	F / 100%
	Other	0	0	0	
ELT	SS	0	0	0	
	TAP	0	0	0	
	Other	0	0	0	
OJT/Skills Training	SS	306	20	286	F / 100%
	TAP	203	13	190	F / 100%
	Other (2)	174	52	122	F / 100%
Case Management	SS	649	497	152	F / 100%
	TAP	433	332	101	F / 100%
	Other	0	0	0	F / 100%
Other	SS	0	0	0	
	TAP	0	0	0	
	Other	0	0	0	
Type of Agency	A. State/County		E. Adult Basic Education		
	B. Mutual Assistance Association		F. Other Non-Profit Organization		
	C. Voluntary Agency		G. _____		
	D. Community College				

Form ORR-6 (07/31/02)

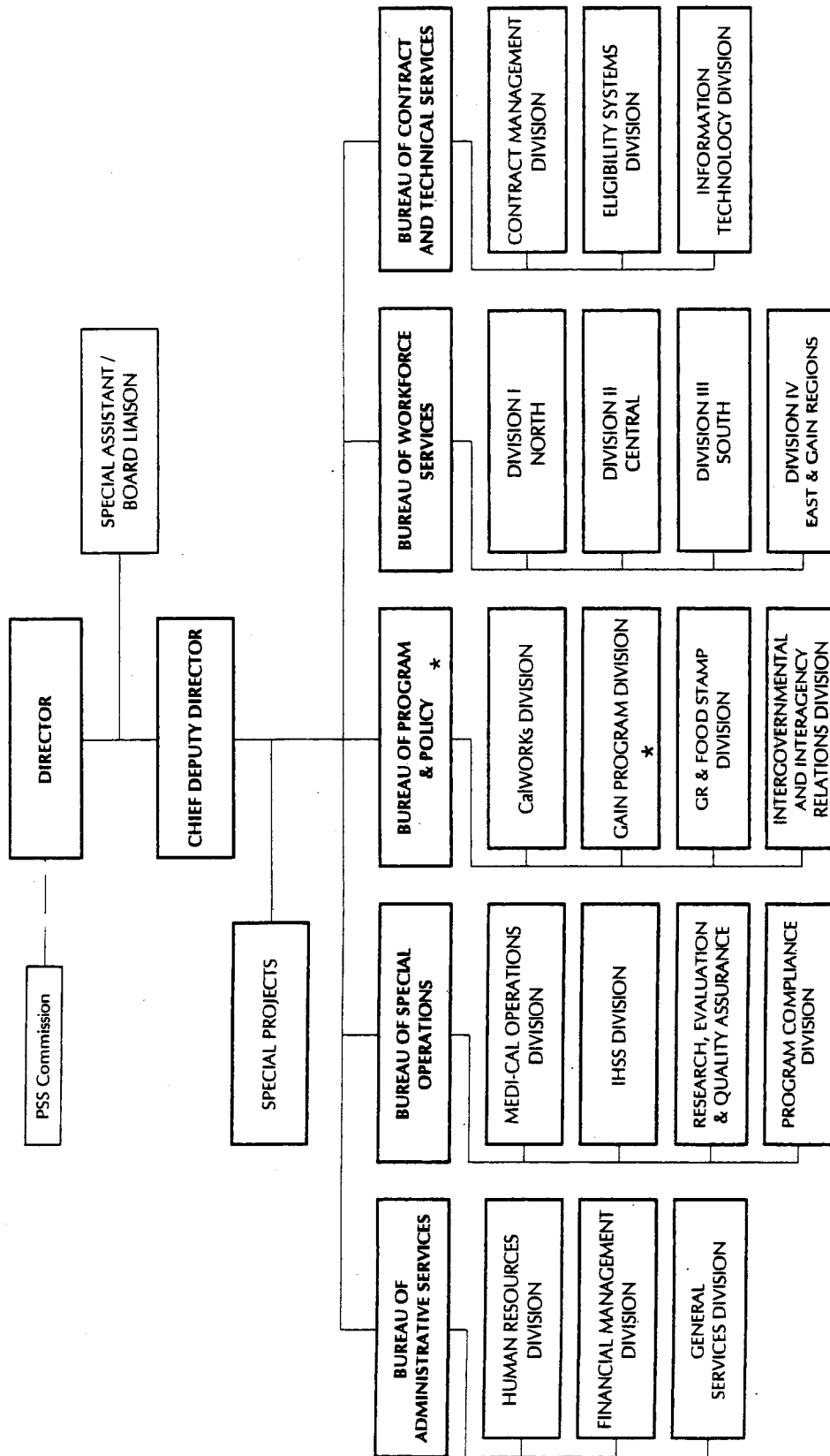
(1) Reflects the RESS and TA funding (FFY 2006 and FFY 2005 roll-over) for REP services. Does not include the Elderly Set-Aside.

(2) Reflects the TA Discretionary Funding

(3) Reflects agencies under contract with LA County, DPSS as Non-Profit organizations, although they may also be MAAs and/or VOLAGS.

LOS ANGELES COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES

FY 2005-06



*Reflects the Bureau and Division with responsibility for the Refugee Employment Program (REP).

Occupations with Fastest Job Growth (% change) in Los Angeles County

[Back](#) [Download into Excel](#)Go To Page: [GO](#)Page 1 of 78 (10 results/page) [\[Next\]](#) [\[View All\]](#)

Occupation	Estimated Year- Projected Year	Employment		Employment Change	
		Estimated	Projected	Number	Percent
Medical Assistants	2002 - 2012	15,390	23,850	8,460	55.0
Dental Hygienists	2002 - 2012	2,750	4,160	1,410	51.3
Dental Assistants	2002 - 2012	8,180	12,270	4,090	50.0
Emergency Medical Technicians and Paramedics	2002 - 2012	2,280	3,370	1,090	47.8
Real Estate Brokers	2002 - 2012	300	440	140	46.7
Motorcycle Mechanics	2002 - 2012	280	410	130	46.4
Animal Trainers	2002 - 2012	290	420	130	44.8
Self-Enrichment Education Teachers	2002 - 2012	3,510	4,990	1,480	42.2
Philosophy and Religion Teachers, Postsecondary	2002 - 2012	610	860	250	41.0
Physician Assistants	2002 - 2012	950	1,340	390	41.1

Los Angeles County

snapshot

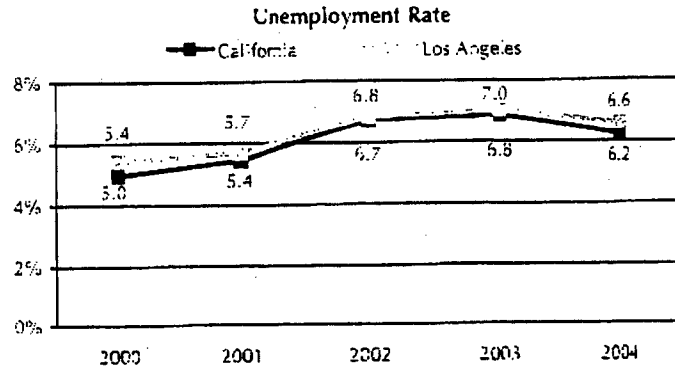
Located on the southern coast of the state, Los Angeles County covers more than 4,000 square miles and includes San Clemente and Santa Catalina islands. According to current estimates, Los Angeles County is the most populous county in the nation, with more than 10.2 million people. The county is home to almost 28 percent of California's 36 million residents. By the year 2020, population projections estimate Los Angeles will grow to almost 10.9 million people.¹

Labor Force

The unemployment rate in Los Angeles County peaked at 7.0 percent in 2003, the highest rate over the profiled years (2000-2004). In 2004, the rate dropped significantly to 6.6 percent, remaining slightly higher than California's rate of 6.2 percent. During the same period, Los Angeles County's labor force increased by 2.7 percent, or more than 128,000 persons.²

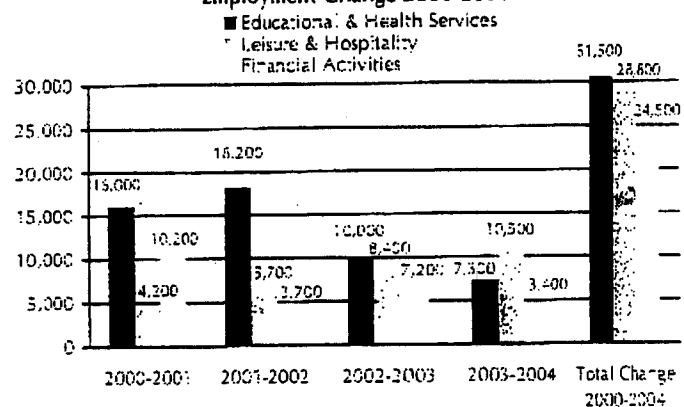
Industry Employment

Industry employment in Los Angeles County has declined by close to 2 percent since 2000, a loss of more than 80,000 jobs. Several industries recorded employment growth, including educational and health services; leisure and hospitality; and financial activities, as shown in the chart on the right. Educational and health services gained 51,500 jobs (12.4 percent), with growth concentrating in health care services (up 17.5 percent or 22,600 jobs). Leisure and hospitality employment added 28,800, with 84 percent of the jobs in food services and drinking places. Financial activities posted growth of 11.2 percent, mostly in credit intermediation and related activities (20,800 added jobs). Offsetting job gains were losses in manufacturing; professional and business services; information; trade, transportation, and utilities; and agriculture.



Largest Growth Industries in Los Angeles County

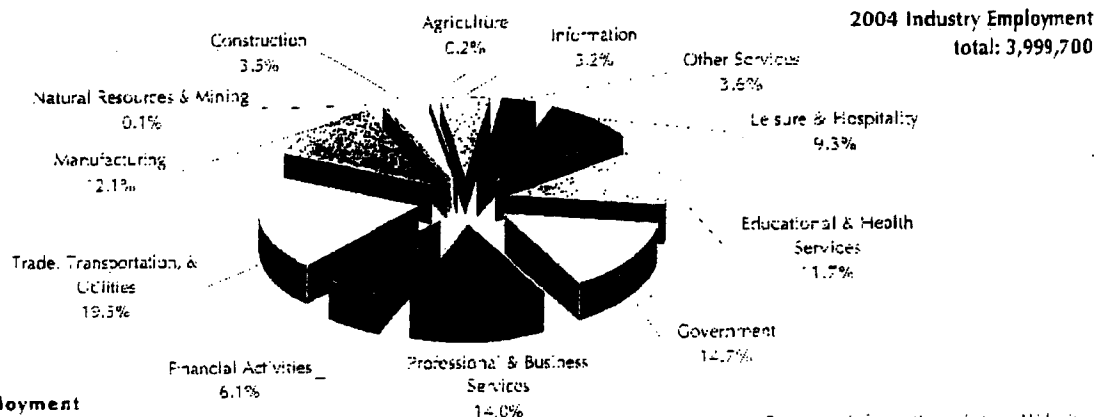
Employment Change 2000-2004



¹ California Department of Finance, Demographic Statistics.

² Employment Development Department. All labor statistics reflect Benchmark 2004 data.

Los Angeles County Employment by Industry 2004 Annual Average





CYNTHIA D. BANKS
Chief Deputy

COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

3175 WEST SIXTH STREET • LOS ANGELES, CA 90020-1706 • (213) 738-2600 (213) 385-3893 FAX

"To Enrich Lives Through Effective And Caring Service"

BOARD OF SUPERVISORS

GLORIA MOLINA
YVONNE BRATHWAITE BURKE
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH

June 29, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

584

JUN 29 2004

Dear Supervisors:

Violet Varona Lukens
VIOLET VARONA-LUKENS
EXECUTIVE OFFICER

**AUTHORIZATION TO ACCEPT REFUGEE TARGETED ASSISTANCE (TA) AND
REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS) FUNDING AND FUNDING
RECOMMENDATIONS FOR FISCAL YEAR (FY) 2004-05, AND AUTHORIZATION TO
EXTEND THE CURRENT REQUEST FOR PROPOSAL FOR THE REFUGEE
EMPLOYMENT PROGRAM (REP) THROUGH JUNE 30, 2005
(ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director of Community and Senior Services (CSS), or designee, to accept a proposed allocation of \$1,690,858 in TA funding and \$3,768,160 in RESS funding for a total of \$5,459,018 from the California Department of Social Services (DSS) for Fiscal Year (FY) 2004-05, contingent upon the final allocations received from the Federal Office of Refugee Resettlement (ORR), and authorize the Director of CSS, or designee, to accept \$226,800 in California Work Opportunity and Responsibility to Kids (CalWORKs) Single Allocation for Supplemental Refugee Compliance Services from the Department of Public Social Services (DPSS). Total FY 2004-05 funding is 5,685,818.
2. Authorize the Director, or his designee, to extend the current Request For Proposal (RFP) due to expire on June 30, 2004 for an additional one (1) year through June 30, 2005, and execute FY 2004-05 REP contracts in conformity to the program guidelines issued under the existing RFP.
3. Authorize the Director, or his designee, to negotiate and execute contracts in substantially similar form to Attachment B, with the 10 service providers shown on Attachment A and in the amounts indicated, after County Counsel approval as to form. These contracts will be effective July 1, 2004, and on a month-to-month

basis, not to exceed one (1) year. The cost of the contracts is fully financed using TA, RESS, and CalWORKs Single Allocation funding.

4. Authorize the Director, or his designee, to accept TA and RESS funding augmentations or reductions from DSS, up to 25% of the original allocation, provided that the Director notifies the Board of Supervisors and the Chief Administrative Office (CAO) in writing within ten (10) working days of acceptance.
5. Authorize the Director, or his designee, to negotiate and execute contract amendments in substantially similar form to Attachment C, to increase or decrease contract amounts based on contractor performance and availability of funding provided that: (a) the amount of change does not exceed 25% of the original contract amount; (b) approval of County Counsel and the Chief Administrative Office (CAO) is obtained prior to any such amendment; and (c) the Director confirms in writing to the Board of Supervisors and the CAO within 30 days after execution that such amendments have been executed. This action assures full expenditure of funds and is consistent with the Board's policy requiring review of contractor performance.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The REP program provides case management, employment/training, and placement services to refugees residing in the United States for less than five (5) years (excluding any Federal waivers) and asylees. The objective of the REP program is for refugees to adjust and adapt to the American workplace, learn English, find employment, and ultimately achieve self-sufficiency to end their dependence on welfare.

The recommended actions will allow CSS to continue the administration of REP program services in FY 2004-05. CSS is currently involved in fully redesigning the REP program for significant improvements, including the provision of quality services to refugee participants. These program changes are significant and necessary, and will require substantial time for development and departmental review. These changes have resulted in delays in the release of the RFP and the entire solicitation process, including the awarding of contracts to successful bidders, beyond the expiration date of June 30, 2004. The department anticipates releasing the RFP for FY 2005-06 service contracts in the third quarter of FY 2004-05.

A one (1) year time extension of the existing RFP is necessary to ensure the continuation and seamless delivery of REP services in FY 2004-05.

Implementation of Strategic Plan Goal

The recommended actions support the Countywide Strategic Plan Goal of Service Excellence.

Performance Measures

In compliance with our funding agency requirements, the Department has developed the following performance standards for the REP program: completion of employment/skills training; employment placements; and 90 consecutive days job retention.

FISCAL IMPACT/FINANCING

The projected cost of REP services in FY 2004-05 is \$5,685,818. A breakdown of the costs is provided below:

\$3,893,759	RESS & TA Service Providers' costs
226,800	CaWORKs Supplemental Refugee Services/Catholic Charities of Los Angeles Service Provider Costs
818,853	CSS administrative costs
<u>746,406</u>	Funding reserved for REP Program after re-design*
\$5,685,818	Total

CSS will return to the Board with funding recommendations when the REP Program redesign and subsequent RFP process is complete.

There is no impact on the County general fund as the program is fully financed using TA, RESS, and CaWORKs Single Allocation funds. Funding has been included in the Department's FY 2004-05 Proposed Budget.

The CaWORKs Single Allocation funding is used for compliance for CaWORKs mandatory refugee participants failing or refusing to participate in REP without good cause. DPSS provides the CaWORKs compliance funding to CSS through an intrafund transfer.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The ten (10) REP contractors listed on Attachment A are private non-profit and public agencies. All contracts have been approved as to form by County Counsel.

The CAO and DPSS have reviewed and concur with the recommended actions.

The Standard Terms and Conditions of the service provider contracts have been amended to incorporate recent Board mandated provisions.

CONTRACTING PROCESS

CSS conducted an open competitive Request for Proposal (RFP) process in February 2001, to solicit service providers who had the capability to provide culturally and linguistically appropriate case management and employment services to a diverse refugee population. A total of 17 proposals were received as a result of this RFP. Thirteen service providers were successful in this process. Ten of the thirteen service providers, listed on Attachment A, are private non-profit and public agencies who have demonstrated their capacity to provide services required under the REP program and who met the minimum mandatory requirements of the RFP. They were selected using a rating instrument, approved as to form by the Auditor-Controller that assessed and scored their ability and fiscal capacity to provide REP services under the provisions of the RFP.

The RFP was listed on the County's Office of Small Business website.

The minority vendor survey is included as Attachment D.

Monitoring

The Department will assess the agencies' performance through its analysis of monitoring reports produced by the Contract and Monitoring unit or the approved monitoring vendor.

Program monitoring will be done on a quarterly basis and will consist of reviewing approximately 20% of REP participant case files to ensure contract compliance and appropriate service delivery. Monitoring is accomplished through our Contract and Monitoring unit.

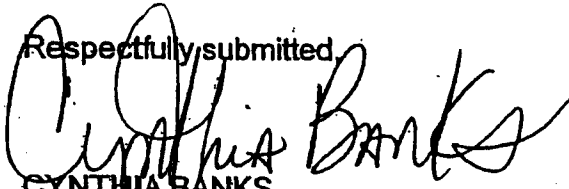
The Honorable Board of Supervisors
June 29, 2004
Page 5 of 5

Fiscal compliance monitoring is conducted twice a year by an approved vendor procured through the Auditor-Controller.

IMPACT ON CURRENT SERVICES

Approval of this Board Letter will allow for the provision of case management and employment services to approximately 3,977 refugees residing in the County of Los Angeles in FY 2004-05.

Respectfully submitted,



CYNTHIA BANKS
Chief Deputy

Attachments (4)

c: David E. Janssen
Raymond G. Fortner Jr.
Violet Varona-Lukens
Bryce Yokomizo



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Violet Varona-Lukens, Executive Officer
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Chief Administrative Officer
Auditor-Controller
Chief Deputy Director,
Community and Senior Services
Director of Public Social Services

At its meeting held December 14, 2004, the Board took the following action:

16

The following item was called up for consideration:

The Chief Administrative Officer's joint recommendation with the Auditor-Controller, Director of Public Social Services and Chief Deputy of Community and Senior Services to authorize the transfer of administrative responsibility for the Domestic Violence (DV) Council from the Department of Community and Senior Services to the Executive Office, Board of Supervisors, effective January 1, 2005; also authorize the transfer of administrative responsibility for the Community Services Block Grant (CSBG) Program, Office of Traffic Safety (OTS), and Refugee Employment Program (REP) from the Department of Community and Senior Services to the Department of Public Social Services, effective April 1, 2005; and approve the following related actions:

Approve appropriation adjustment for Fiscal Year 2004-05 in amount of \$3.9 million, reflecting the transfer of Federal and State revenue from the Department of Community and Senior Services to the Department of Public Social Services, to enable the Department of Public Social Services to begin administration of CSBG, OTS and REP, with no net County cost;

Approve interim ordinance authority for the Executive Officer of the Board of Supervisors for one Administrative Services Manager I to enable the Executive Office to begin the administration of the DV Council; and authorize the Executive Officer to fill this position, with the cost to be fully offset by Intra-Fund Transfer from the Department of Community and Senior Services, with no net County cost;

(Continued on Page 2)

16 (Continued)

Approve interim ordinance authority for the Director of Public Social Services for 31 positions to enable the Department of Public Social Services to begin the administration of the CSBG, OTS and REP programs; and authorize the Director of Public Social services to fill the positions by transferring staff from the Department of Community and Senior Services;

Authorize the Director of Public Social Services to prepare and execute contract amendments with ten REP service providers, to extend the current contracts on a month-to-month basis, effective July 1, 2005 through June 30, 2006 or until new contracts are in place, whichever is sooner, at a total estimated monthly cost of \$345,000, fully funded with Refugee Employment and Social Services and Target Assistance program allocations, with no net County cost;

Approve the revised Department of Community and Senior Services organizational structure; and

Instruct the Chief Administrative Officer, County Counsel and Chief Deputy Director of the Department of Community and Senior Services to develop a non-financial Memorandum of Understanding between the Workforce Investment Board and the County.

Supervisor Burke made the following statement:

"The Chief Administrative Officer has recommended the transfer of the Community Services Block Grant Program (CSBG) from the Department of Community and Senior Services to the Department of Public Social Services in an effort to improve delivery service efficiencies.

"In light of the crucial services that are delivered through the CSBG Program, it is imperative that the Board take all steps necessary to ensure a smooth and efficient transition from one department to another."

Bryce Yokomizo, Director of Public Social Services, Cynthia Banks, Chief Deputy Director of Community and Senior Services and Cheryl Branch, Project Director for the Community Services Block Grant Program, addressed the Board.

(Continued on Page 3)

16 (Continued)

After discussion, on motion of Supervisor Molina, seconded by Supervisor Knabe, unanimously carried, the Board adopted the Chief Administrative Officer's attached joint recommendation with the Auditor-Controller, Director of Public Social Services and Chief Deputy Director of Community and Senior Services, and took the following related actions:

1. Instructed the Chief Administrative Officer to:
 - Review the effectiveness of the transfer of CSBG from Community and Senior Services (CSS) to the Department of Public Social Services after a full year of implementation;
 - Report back to the Board with findings and any recommendations by March 1, 2006; and
 - Return to the Board with the corresponding appropriations reductions in CSS salaries budget to account for the positions transferred; and
2. Instructed the Director of Public Social Services and the Chief Deputy Director of Community and Senior Services to report back to the Board within 30 days with:
 - Contact requirements between the agencies and Departmental staff who administer the Community Services Block Grant program; and
 - Options for work locations more centrally located to the First and Second Supervisorial Districts for the 33 employees that service constituents, as an alternative for the Department of Public Social Services' City of Industry location.

05121404_16

Attachment

Copies distributed:
Each Supervisor
County Counsel



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE
713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

ATTACHMENT F- 3

J. Hahn

DAVID E. JANSSEN
Chief Administrative Officer

December 14, 2004

The Honorable Board of Supervisors
County of Los Angeles
Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

Dear Supervisors:

**APPROVAL FOR TRANSFER OF PROGRAMS FROM COMMUNITY AND SENIOR
SERVICES TO THE EXECUTIVE OFFICE OF BOARD OF SUPERVISORS
AND DEPARTMENT OF PUBLIC SOCIAL SERVICES
(ALL DISTRICTS) (3-VOTES)**

**JOINT RECOMMENDATION WITH THE AUDITOR-CONTROLLER, DIRECTOR OF
DEPARTMENT PUBLIC SOCIAL SERVICES AND CHIEF DEPUTY DIRECTOR OF
COMMUNITY AND SENIOR SERVICES THAT YOUR BOARD:**

1. Authorize the transfer of administrative responsibility for the Domestic Violence (DV) Council from Community and Senior Services (CSS) to the Executive Office of the Board of Supervisors effective January 1, 2005.
2. Authorize the transfer of administrative responsibility for the Community Services Block Grant (CSBG) Program, Office of Traffic Safety (OTS), and Refugee Employment Program (REP) from CSS to the Department of Public Social Services (DPSS) effective April 1, 2005.
3. Approve an appropriation adjustment for Fiscal Year (FY) 2004-05 Adopted Budget in the amount of \$3.9 million, reflecting the transfer of federal and State revenue from CSS to DPSS (Attachment A) to enable DPSS to begin the administration of the CSBG, OTS, and REP programs. There is no net County cost (NCC) impact.
4. Approve interim ordinance authority for the Executive Office of the Board of Supervisors pursuant to County Code Section 6.06.020 for one Administrative Services Manager I to enable the Executive Office to begin the administration of the DV Council; and authorize the Executive Office to fill this position. The cost of

"To Enrich Lives Through Effective And Caring Service"

this position will be fully offset by Intra-Fund Transfer (IFT) from CSS. There is no NCC impact.

5. Approve interim ordinance authority for DPSS pursuant to County Code Section 6.06.020 for 31 positions as indicated on Attachment B to enable DPSS to begin the administration of the CSBG, OTS, and REP programs; and authorize DPSS to fill these positions by transferring staff from CSS. Sufficient funding for these positions is included in the FY 2004-05 Adopted Budget.
6. Delegate authority to the Director of DPSS to prepare and execute contract amendments with the ten REP service providers, to extend the current contracts on a month-to-month basis effective July 1, 2005 through June 30, 2006 or until new contracts are in place, whichever is sooner. The total estimated monthly cost of these contracts is \$345,000, fully funded with Refugee Employment and Social Services (RESS) and Targeted Assistance (TA) program allocations. There is no NCC impact. Funding for these amendments will be included in the FY 2005-06 Proposed Budget.
7. Approve the revised CSS organizational structure as depicted on the attached organizational chart (Attachment C).
8. Direct the Chief Administrative Office (CAO), County Counsel and CSS to develop a non-financial Memorandum of Understanding (MOU) between the Workforce Investment Board (WIB) and the County of Los Angeles.

PURPOSE /JUSTIFICATION OF RECOMMENDED ACTIONS

In March 2004, the Auditor-Controller (A-C) contracted with blueCONSULTING, Inc., (hereinafter "consultant") to conduct a limited-scope management audit of CSS to assess CSS' management, leadership, strategic planning process, and administrative processes. The A-C also directed the consultant to determine if the existing programs offered by CSS should continue to be offered or if there were opportunities to enhance service delivery by moving some programs to other County departments. The consultant's report was submitted to the A-C on July 2, 2004. The report contained 44 findings and 12 recommendations covering a wide range of management areas that needed attention. On July 12, 2004, your Board received the management audit findings and recommendations from the consultant. Since July 2004, CSS and a team of departments have been evaluating the consultant's recommendations.

One key recommendation the consultant made is that the Board of Supervisors transfer to other County departments all programs and services not directly related to meeting the needs of the County's aging population. While that recommendation has merit, the team, led by the CAO and including CSS, the A-C, Internal Services Department (ISD), DPSS, County Counsel, the Department of Human Resources (DHR), and the Chief Information Officer (CIO), reviewed the consultant's recommendations on program transfers and recommends that, with the exception of DV Council, CSBG, OTS, and REP, the balance of the programs remain with CSS.

There are two additional programs, the Dispute Resolution Program and Community Services American Indian Block Grant (CSAIBG), which are currently being analyzed for placement. For now, it is recommended that these programs remain with CSS until the analysis is complete at which point we will make recommendations for placement of these programs to your Board prior to April 1, 2005.

Previously, your Board approved the transfer of the Refugee/Immigrant Training and Employment (RITE) Program to DPSS effective January 1, 2005. A recommendation to transfer the General Relief Opportunities for Work (GROW) program to DPSS effective January 1, 2005 is on the December 14, 2004 Board agenda. With the transfer of REP on April 1, 2005, all refugee programs will be administered by one department.

At the request of the Workforce Investment Board (WIB), the CAO and A-C met with representatives of the WIB to discuss how it would carry out its required oversight role responsibilities over the expenditure of Workforce Investment Act (WIA) program funds. An agreement was reached on a more collaborative approach supported by a Memorandum of Understanding (MOU). The MOU will be negotiated with the WIB and will define the roles and responsibilities of CSS and the WIB.

The consultant also made a number of recommendations to encourage a "return to basics" as a management philosophy. The "return to basics" concept contemplates CSS embarking on integrated planning processes to develop a work culture that results in a change that brings about a stable and more responsible and accountable organization. CSS has begun initial steps to institute a "return to basics" philosophy within the Department and will reinforce this through the development of a new strategic plan that directly ties this philosophy to the plan.

On July 20, 2004, your Board approved the recommendation by the A-C to implement a management team to assist CSS in resolving its immediate problems and establishing a sound fiscal and administrative infrastructure. As noted above, the team was established with the CAO in the lead. Staff from the team departments has assisted CSS in moving progressively towards a stable work culture. The team is currently planning for transition to allow CSS to maintain good business practices, including fiscal accountability.

Having interim ordinance authority for one position for the Executive Office, Board of Supervisors, and 31 positions for DPSS and filling them by transferring staff from CSS, will allow these departments to begin the administration of the programs that are being transferred from CSS.

The CAO and DHR support the request for interim ordinance authority for a total of 32 provisional allocations for the remainder of FY 2004-05. Justification for inclusion of additional one funded ordinance position in the Executive Office, Board of Supervisors, and 31 funded ordinance positions in the DPSS FY 2005-06 Proposed Budget will be provided to the CAO and DHR by respective departments as part of the budget process.

Your approval to delegate authority to extend the REP contracts will allow DPSS sufficient time to develop a new Request for Proposals as well as ensure no break in services provided to participants.

Implementation of Strategic Plan Goals

The recommended actions support Countywide Strategic Plan Goal #1: Service Excellence: Provide the public with easy access to quality information and services that are both beneficial and responsive; Goal #3: Organizational Effectiveness: Ensure that service delivery systems are efficient, effective and goal oriented; Goal #4: Fiscal Responsibility: Strengthen the County's fiscal capacity.

FISCAL IMPACT/FINANCING

The monthly estimated cost to extend the current REP contracts on a month-to-month basis effective July 1, 2005 through June 30, 2006 or until new contracts are in place is \$345,000, fully funded by RESS and TA program allocations. There is no NCC impact. Funding for these amendments will be included in the FY 2005-06 Proposed Budget.

An appropriation adjustment in the amount of \$3.9 million is requested to reflect funds that were not included in DPSS' FY 2004-05 Adopted Budget. There is no NCC impact.

Due to vacancies throughout DPSS, there is sufficient Salaries and Employee Benefits funding in DPSS' FY 2004-05 Adopted Budget to cover the cost of the 31 positions for the remainder of the fiscal year.

The cost of the DV Council position will be fully offset through IFT from CSS. There is no NCC impact to the Executive Office of the Board of Supervisors.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Most of these transfers are consistent with the consultant's report. My office, County Counsel, DHR and DPSS have met and agreed upon policy for staff to be transferred in accordance with the existing SEIU Local 660 MOU. Additionally, in accordance with MOU provisions, SEIU Local 660 has been notified of the transfer policy for impacted classes. In general, program funding dictates the placement of job items/positions. CSS management will make an intensive effort to either reassign or transfer affected employees to items/positions, for which they qualify, within CSS.

Effective January 1, 2005, DPSS will place program staff to work at CSS headquarters to gather information regarding the CSS programs that will be transferred to DPSS effective April 1, 2005. Additionally, the A-C will audit the REP cases. These actions will facilitate a smooth transition for the participants, contractors and CSS staff impacted by the transfer.

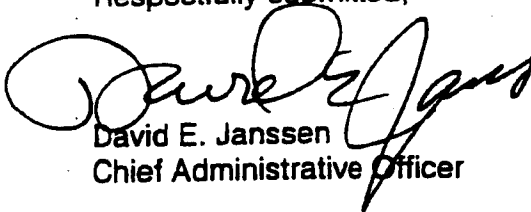
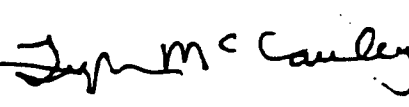
The proposed organizational chart has been reviewed by the CAO, A-C and DHR. It is deemed to be appropriate for the restructured CSS.

IMPACT ON CURRENT SERVICES

The transfer of programs to the Executive Office of Board of Supervisors and DPSS will allow for enhanced programs offered by these departments and will allow CSS to focus on the areas of accountability of the programs remaining at CSS. Members of the management team will continue to work with CSS to resolve any remaining issues and to foster a management culture of ethical accountability.


The Honorable Board of Supervisors
December 14, 2004
Page 6

Respectfully submitted,

David E. Janssen
Chief Administrative Officer

Tyler McCauley
Auditor-Controller


Bryce Yokomizo, Director
Department of Public Social Services


Cynthia Banks, Chief Deputy Director
Community and Senior Services

DEJ:DL
GP:GS:kd

Attachments

c: Auditor-Controller
Chief Information Officer
Community and Senior Services
County Counsel
Department of Human Resources
Department of Public Social Services
Executive Officer, Board Supervisors
Internal Services Department